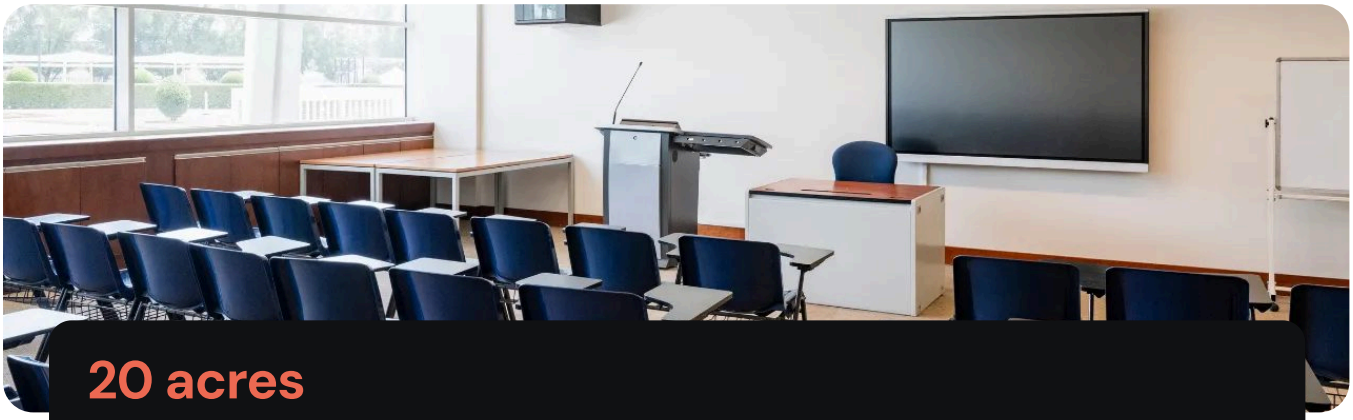
Education India

A university replaced paper registers and spreadsheets for stores and purchasing

A multidisciplinary university moved its inventory, purchase requests and orders, maintenance and repair requests off paper registers and spreadsheets into one system with reorder levels and approvals.



20 acres

of campus run from one system

AT A GLANCE

INDUSTRY
Higher education

REGION
India

CAMPUS
20 acres

PREVIOUSLY
Paper registers and spreadsheets

FEATURES USED
Stores Suppliers Maintenance Work

01 The client

The client is an accredited university offering undergraduate, postgraduate and doctoral courses in fields such as engineering, hospitality, management and finance.

Its 20-acre campus has many academic and extracurricular facilities for students. Keeping those facilities supplied and in working order depends on the stores, purchase and maintenance teams behind them.

02 The challenge

Inventory was kept in physical registers and spreadsheets, and purchase requests and orders were tracked in spreadsheets too. Both led to errors, delays and stock that ran too low.

- Inventory levels were hard to track accurately, with many errors.
- Nothing stopped stock of key items from falling too low.
- Purchase requests and orders were tracked in spreadsheets and often lost track of.
- Vendors had to be informed about orders by hand.
- Purchasing suffered frequent delays and errors.

03 What they set up in Asset Infinity

The university now runs its stores, purchasing, maintenance and repair requests in Asset Infinity, configured to its own requirements.

Stores

Inventory with reorder levels

Stock of every item is tracked with total usage and remaining quantity, and reorder levels warn the team before an item runs low.

Suppliers

Purchase requests and orders

Purchase requests and orders are raised and tracked in one place, and vendors are notified automatically when an order is placed.

Maintenance

Preventive maintenance

Recurring maintenance of campus facilities is scheduled on preventive plans and tracked to completion.

Work

Repair requests and approvals

Requests for repair or assistance are tracked until fulfilled, with approval steps set up for each type of request.

04 How it works day to day

This is how campus supplies and repairs are handled now.

STOREKEEPER	**Issues stock** Items issued from the store are recorded, so usage and remaining stock update as they happen.
SYSTEM	**Flags low stock** When an item reaches its reorder level, reorder advice tells the team what to buy before it runs out.
STOREKEEPER	**Raises a purchase request** The purchase request goes through the university's approval steps, with reminders if an approver has not acted.
PURCHASE TEAM	**Places the order** The approved request becomes a purchase order, and the vendor is notified automatically.
STOREKEEPER	**Receives the goods** Goods are received against the order and the stock level updates.
FACULTY OR STAFF	**Report a fault** A repair or assistance request is raised from the web or mobile app and tracked as a work order until it is fulfilled.
MAINTENANCE TEAM	**Runs planned maintenance** Preventive plans create jobs for campus facilities on schedule, and each is closed in the mobile app.

05 Before and after

	BEFORE	WITH ASSET INFINITY
Inventory records	Physical registers and spreadsheets	Tracked in one system in real time
Low stock	Items ran too low	Reorder levels warn in advance
Purchase tracking	Spreadsheets, requests lost track of	Every request and order tracked
Vendor communication	Informed by hand	Notified automatically about orders
Errors and delays	Frequent	Reduced
Repair requests	No central tracking	Tracked to fulfilment

06 How it rolled out

1

Configured to their needs. Asset Infinity was configured to match the university's stores and purchasing requirements.

2

Stock and reorder levels set. Items were loaded with current stock and a reorder level for each.

3

Purchasing moved over. Purchase requests and orders moved from spreadsheets into the system, with vendors notified from it.

07 The results

- Real-time monitoring of inventory levels across many items.
- Purchase requests and orders managed in time to prevent low stock, saving time.
- Fewer errors through approval workflows for requests.
- Higher productivity through scheduled preventive maintenance.
- Repair and assistance requests tracked to fulfilment.

08 Why it worked

One platform

Stores, purchasing and maintenance share one system, so a low-stock item leads straight to a purchase request.

Approvals built in

Workflows for approving requests cut the errors that came from spreadsheets.

Configured for the campus

The system was configured to the university's own requirements during rollout.

09 Looking ahead

With stores, purchasing and maintenance on one platform, the university knows what it holds, what it has ordered and what needs fixing, with real-time updates instead of registers.

Reorder levels and automatic vendor notifications keep supplies flowing, so campus facilities stay ready for students.

See it on your own assets

A 30-minute demo, set up for a university or college.

The client's name is withheld for confidentiality. Results are as reported by the client.

Book a demo

Start a 14-day free trial